

Middlesex Community College
Librarian – Digital Services/Systems Librarian
(Community College Professional 18)
12-month Tenure Track Position

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Middlesex Community College
Hours: 35 hours/week
Salary: \$61,255 approximate annual salary plus fringe benefits
Closing Date: July 14, 2014

General Requirements: ALA-accredited Master's degree in Library/Information Science or closely related discipline and at least one year of professional library experience. Demonstrated abilities to work effectively independently and in teams; strong computer and information technology skills; excellent interpersonal, written communication skills; effective presentation skills; demonstrated positive customer service experience; demonstrated commitment to multiculturalism and to working with a diverse student body.

Preferred Skills and Ability: Experience in an academic library; experience with library information systems; proficiency in using relational database management tools (especially ODBC, MS Access and SQL); knowledge of and experience with emerging technologies (e.g., mobile applications); knowledge and experience in next generation library information systems and discovery layer service; experience using text-based protocols (e.g., SFTP and SSH); working knowledge of HTML and XML all are strongly preferred qualifications.

General Responsibilities: Working in a team environment under the direction of the Director of Library Services, the successful candidate will: (1) coordinate and lead digital/e-resource activities including systems management, policy development and statistical reporting; (2) provide technical support for the Library information system; (3) configure system and OPAC modules; (4) develop and maintain the Library's web presence and other web applications; (5) oversee Library operation at the Meriden Center; (6) develop successful partnerships with Distance Learning and faculty to integrate digital/e-resources and mobile technologies with campus teaching and learning initiatives; (7) liaise with faculty and contribute to the Library's collection development and maintenance; (8) supervise circulation operations and manage course reserves; (9) participate in reference and research assistance; (10) provide copy cataloging services as needed; (11) provide assistance and technical support to library staff for the creation of teaching aids such as class and subject guides; (12) liaise with the college's IT Department; (13) perform other related duties as assigned.

In addition, the individual will be expected to attend and participate in convocation and commencement ceremonies, serve on committees and task forces, and engage in professional development activities. This position may require work evening and occasional weekend work.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience prepare them for the responsibilities of this position and by providing appropriate references.

Application Instructions: Send letter of intent, Board of Regents Employment Application (available at <http://mxcc.edu/jobs/>), resume, and copies of all higher education transcripts to:

Noreen Wilson
MIDDLESEX COMMUNITY COLLEGE
100 Training Hill Road
Middletown, CT 06457
860-343-5870

Or email to: MX-HR-Recruitment@mxcc.commnet.edu

For more information about Middlesex Community College please visit our website, www.mxcc.commnet.edu

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The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.